CLATSOP CIRCUIT COURT FORMS AND INSTRUCTIONS FOR
CHANGE OF NAME OF AN ADULT
ORS 33.410 TO 33.440 AND UTCR 9.320

To use these forms you must be a resident of Clatsop County and at least 18 years of age.

CHANGING YOUR NAME
Changing your legal name is a four-step process:
(1) file an application for name change.
(2) post public notice of the proposed change in the courthouse for at least 14 days.
(3) give a proposed judgment to the court clerk who will give it to a judge to sign.
(4) post public notice of the name change for at least 14 days.

FORMS IN PACKET

(1) APPLICATION FOR NAME CHANGE - ADULT	(FORM 1)
(2) NOTICE OF NAME CHANGE FILING - ADULT	(FORM 2)
(3) DECLARATION OF POSTING NOTICE - ADULT	(FORM 3)
(4) GENERAL JUDGMENT OF NAME CHANGE - ADULT	(FORM 4)
(5) NOTICE OF GENERAL JUDGMENT OF NAME CHANGE - ADULT	(FORM 5)
(6) DECLARATION OF POSTING NOTICE of JUDGMENT - ADULT	(FORM 6)

FEES: There is a fee for filing a name change application.

INSTRUCTIONS

Please read all instructions carefully. **USE BLUE OR BLACK INK ONLY. DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU MUST FILL OUT THE FORMS AS YOU COMPLETE THE STEPS.** These are legal documents so you cannot make mistakes.

STEP 1:

1. Fill out the APPLICATION FOR NAME CHANGE (Form 1). Print clearly or type.

2. Bring valid photo identification. Show it to the clerk at the court window.

3. File the APPLICATION FOR NAME CHANGE (Form 1). Pay the filing fee. The court clerk will give you a case number. Make sure your case number goes on all six (6) forms (see case number line in the upper right corner of each document).

STEP 2

1. Fill out the NOTICE OF NAME CHANGE FILING (Form 2). Count 15 days from the current date, and write that date at the top of the page where it says, "Do not remove before _____."

2. Before you leave the courthouse, post NOTICE OF NAME CHANGE FILING (Form 2) on the bulletin board across from the court clerk's window. This form must be posted for at least fourteen (14) full days.

3. 15 or more days after you posted NOTICE OF NAME CHANGE FILING (Form 2), remove the form from the bulletin board. Attach it to the DECLARATION OF POSTING NOTICE OF NAME CHANGE FILING (Form 3).

4. Fill out the DECLARATION OF POSTING NOTICE OF NAME CHANGE FILING (Form 3).

5. Give the DECLARATION OF POSTING NOTICE OF NAME CHANGE FILING (Form 3) with the attached NOTICE OF NAME CHANGE FILING (Form 2) to the court clerk.

STEP 3

1. Fill out the GENERAL JUDGMENT OF NAME CHANGE (Form 4), and give it to the court clerk.

STEP 4

1. Call or visit the court to find out when the GENERAL JUDGMENT OF NAME CHANGE has been signed. When the court clerk tells you the GENERAL JUDGMENT OF NAME CHANGE has been signed, fill out the NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5). Count fifteen (15) days from the date you will post the notice, and write that date at the top where it says "Do not remove before _____."

2. Post the NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5) on the bulletin board across from the court clerk's window. This form must be posted for at least 14 full days.

3. At least 15 days after you posted the NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5), remove the NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5) from the bulletin board.

4. Fill out the DECLARATION OF POSTING NOTICE OF GENERAL JUDGMENT (Form 6). Attach the NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5) to it.

5. Give the DECLARATION OF POSTING NOTICE OF GENERAL JUDGMENT (Form 6) with the attached NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (Form 5) to the court clerk.

6. Ask the court clerk for a certified copy of the GENERAL JUDGMENT OF NAME CHANGE. You may pay for additional copies.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of:	)	
_____	)	Case No:
Present Name–First, Middle, Last	)	
	)	**APPLICATION FOR NAME CHANGE**
to	)	(Adult)
_____	)	
New Name –First, Middle, Last	)	

I am the applicant, and I ask that my name be changed from:

_____ to
Your present name –First, Middle, Last

_____.
Your new name –First, Middle, Last

I am at least 18 years old and reside in Clatsop County. The proposed name change is consistent with the public interest.

I declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court, and I am subject to penalty for perjury.

_____ _____
Date Applicant's Signature

_____
Name (printed)

_____
Mailing Address City, State, ZIP Contact Phone

Certificate of Document Preparation. Check all that apply:
☐ I selected this document for myself, and I completed it without paid assistance.
☐ I paid or will pay money to _____ for assistance in preparing this document.

DO NOT REMOVE BEFORE _____ (15 days after posting)

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of:

_____
Present Name–First, Middle, Last

to

_____
New Name –First, Middle, Last

Case No:

NOTICE OF FILING APPLICATION FOR NAME CHANGE
(Adult)

TO ALL PERSONS:
This notice is posted to advise all persons that I have filed an application to change my name from _____ [*present name*] to _____ [*new name*].

If you object to the name change, you must file written objections with Clatsop County Circuit Court within fourteen days of _____ (*date of posting*), to show cause, if any there be, why my name should not be changed.

I declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court, and I am subject to penalty for perjury.

_____
Date

_____
Applicant's Signature

_____
Name (printed)

_____
Mailing Address City, State, ZIP Contact Phone

Certificate of Document Preparation. Check all that apply:
☐ I selected this document for myself, and I completed it without paid assistance.
☐ I paid or will pay money to _____ for assistance in preparing this document.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of:	)	
_____	)	Case No:
Present Name–First, Middle, Last	)	
	)	**DECLARATION OF POSTING NOTICE OF FILING APPLICATION FOR NAME CHANGE**
to	)	(Adult)
_____	)	
New Name –First, Middle, Last	)	

I am the applicant. I posted Notice of Filing Application for Name Change on the Clatsop County Courthouse bulletin board, located on the first floor of the Courthouse at 749 Commercial Street, Astoria, Oregon, for at least 14 days beginning:

_____ (*date of posting*).

I declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court, and I am subject to penalty for perjury.

_____ _____
Date Applicant's Signature

_____
Name (printed)

_____
Mailing Address City, State, Zip Contact Phone

Certificate of Document Preparation. Check all that apply:
☐ I selected this document for myself, and I completed it without paid assistance.
☐ I paid or will pay money to _____ for assistance in preparing this document.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of:

_____
Present Name–First, Middle, Last

to

_____
New Name –First, Middle, Last

Case No:

GENERAL JUDGMENT OF NAME CHANGE
(Adult)

The court finds that proper notice to all persons of the application for name change has been given, and no person has objected to the name change, therefore,

IT IS ORDERED that the applicant's name is changed to:

_____ (new name).

IT IS FURTHER ORDERED that notice of the General Judgment of Name Change shall be posted in the Clatsop County Courthouse for at least 14 days.

_____

DO NOT REMOVE BEFORE _____ (*15 days after posting*)

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of: _____ *Former Name–First, Middle, Last* to _____ *New Name –First, Middle, Last*	)))))))))))	Case No: **NOTICE OF GENERAL JUDGMENT OF NAME CHANGE** (Adult)

TO ALL PERSONS:

This notice is posted to advise all persons that a General Judgment of Name Change was signed in this case on _____ [*date judge signed the judgment*].

This judgment changed the applicant's legal name to:

New Name: _____

Date of Posting: _____

_____
Date

_____
Applicant's Signature (New Name)

_____
Printed Name (New Name)

Certificate of Document Preparation. Check all that apply:
☐ I selected this document for myself, and I completed it without paid assistance.
☐ I paid or will pay money to _____ for assistance in preparing this document.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CLATSOP

In the Matter of the Name Change of:	)	
_____	)	Case No:
Former Name–First, Middle, Last	)	
	)	**DECLARATION OF POSTING NOTICE OF GENERAL JUDGMENT OF NAME CHANGE** (Adult)
to	)	
_____	)	
New Name –First, Middle, Last	)	

I am the applicant. I posted Notice of General Judgment of Name Change (*see attached*) on the Clatsop County Courthouse bulletin board, located on the first floor of the Courthouse at 749 Commercial Street, Astoria, Oregon, for at least 14 days beginning:

_____ (*date of posting*).

I declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court, and I am subject to penalty for perjury.

_____ _____
Date Signature

_____
Name (printed)

_____
Mailing Address City, State, Zip Code Contact Phone

Certificate of Document Preparation. Check all that apply:
☐ I selected this document for myself, and I completed it without paid assistance.
☐ I paid or will pay money to _____ for assistance in preparing this document.